

Article 9: Construction Permits

Division 8: Sign Permit Procedures

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0801 Purpose of Sign Permit Procedures

The purpose of these procedures is to establish the process for review of Sign Permit applications for proposed *signs* in the City.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0802 When a Sign Permit Is Required

A Sign Permit is required for the installation or alteration of any *sign*, except for those *signs* specifically exempted in Section 129.0803. Sign Permit Stickers are required for each *sign*. The sticker is applicable to one *sign* at one location only, and is transferable to a new owner or lessee.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0803 Exemptions from a Sign Permit

A Sign Permit is not required for the following *signs* or activities:

- (a) Changing the copy of a *sign* or maintenance of a *sign* that does not involve structural or electrical changes;
- (b) Interior *signs*, except for theater lobby *signs*;
- (c) *Public utility* and safety *signs* that are required by law;
- (d) *Signs* that are required by law, other than *public utility* and safety *signs*, that do not exceed the minimum dimensions specified by law;
- (e) Real estate *signs* that are not illuminated;
- (f) Construction site *signs* that are not illuminated;
- (g) Nameplate identification *signs* and combination name plates and address *signs* with letters that do not exceed 3 inches in height, are not illuminated, and do not exceed 4 square feet in area;

- (h) Accessory warning *signs* that provide warnings such as "no parking," "watch dogs," and "security service" that are not illuminated, do not exceed 12 square feet in area, and do not project over a *public right-of-way*;
- (i) Window *signs*;
- (j) *Signs* required by the Fire Department to designate fire lanes;
- (k) Tablets, memorials, and cornerstones that are built into the walls of a building, and provide information such as the name of the building and the date of construction;
- (l) Bulletin boards for charitable or religious organizations provided that the *signs* do not exceed 16 square feet in area, do not project over a *public right-of-way*, and are not illuminated; and
- (m) Temporary on-site banners, streamers, and pennants.
(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0804 General Rules for Sign Permits

- (a) A separate Sign Permit is required for each *sign* on a *premises*.
- (b) A Sign Permit will include authorization for any electrical work within the *sign*. If a structural or electrical engineering analysis is required for a *structure* because of the proposed *sign*, the analysis must be approved by the Building Official.
- (c) If the installation of a *sign* requires modification of a *structure*, a Building Permit may also be required.
- (d) A Sign Permit shall not be issued if there is a *previously conforming sign*, or a *sign* on the *premises* that is in violation of Chapter 14, Article 2, Division 12 (Sign Regulations). The Sign Permit shall not be issued until any violation or *previously conforming sign* is either removed or brought into conformance with Chapter 14, Article 2, Division 12.
- (e) A Sign Permit Sticker will be issued for each *sign* for which a Sign Permit is issued. Each sticker is applicable to only one *sign* and for only the location specified in the permit. The sticker is not transferable from one *sign* to another; however, the sticker is transferable to a new owner or lessee. Stickers must be maintained in a legible state.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0805 How to Apply for a Sign Permit

An *applicant* for a Sign Permit shall file an application for one or more permits as required in accordance with Sections 112.0102 and 129.0105.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0806 Sign Permit Fees

- (a) A fee for each Sign Permit application shall be paid at the time of application. Fees for Sign Permits shall be paid in accordance with the schedule of fees established by resolution of the City Council and filed in the office of the City Clerk.
- (b) The City Manager is authorized to issue refunds for all of a portion of the fees, in the event that the work authorized by the Sign Permit has not been performed and no inspections have been made. The refund will be issued within 90 calendar days from the date of permit issuance. Before a refund is issued, the *applicant* shall return the permittee's copy of the issued permit and the Sign Permit Sticker.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0807 Decision Process for Sign Permits

A decision on a Sign Permit application shall be made in accordance with Process One. The Sign Permit shall be approved if the decision maker finds that the work described in the permit application, specifications, and any other required data complies with the requirements of the Land Development Code.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0808 Issuance of a Sign Permit

- (a) The Sign Permit may be issued after all approvals have been obtained and all required fees have been paid.
- (b) A Sign Permit shall not be issued for any *sign* that requires a *development permit* until the *development permit* has been issued.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0809 Initial Utilization of a Sign Permit

A Sign Permit shall become void if the work authorized by the permit has not begun within 180 calendar days of the date of permit issuance. If a Sign Permit becomes void before the authorized work has begun, the *applicant* shall apply for a new permit and shall pay the full permit fee.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0810 Maintaining Utilization of a Sign Permit

A Sign Permit shall become void if the work that is authorized by the permit has begun, but is suspended or abandoned for a period of 180 calendar days. If the work is suspended or abandoned for 180 calendar days, a new permit application is required. The permit fee shall be one-half the standard permit fee, provided that no change has been made to the original plans and that the work has not been abandoned or suspended for more than one year.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0811 Expiration of a Sign Permit

A Sign Permit shall expire by limitation and become void 24 months after the date of permit issuance. If the work authorized by the Sign Permit has not been completed and has not received final inspection approval by the permit expiration date, all work shall stop until a new permit is issued. If a Sign Permit expires, a new permit application, with the full permit fee, is required.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0812 Extension of Time for a Sign Permit

(a) Before the expiration date of a Sign Permit, a permittee may submit a written application for an extension of time. The City Manager may extend a Sign Permit for a period not exceeding 180 calendar days if the City Manager determines that, based on evidence provided by the permittee, circumstances beyond the control of the permittee prevented completion of the work.

(b) A Sign Permit may not be extended more than two times.

(c) A Sign Permit that has expired shall not be eligible to receive an extension of time.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0813 Sign Permit Inspections

All work authorized by a Sign Permit shall be inspected in accordance with Section 129.0111 and the inspection requirements of the Land Development Manual.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

§129.0814 Temporary Sign Permits

- (a) Temporary Sign Permits for temporary *signs* expire 1 year from the date of issuance and may be renewed on a yearly basis with payment of fees as required by schedule of fees established by the City Council.
- (b) Temporary Sign Permits for holiday decorations shall expire 20 calendar days after the holiday to which they pertain.

(Added 12-9-1997 by O-18451 N.S.; effective 1-1-2000.)

